



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**Posted July 9, 2012**

**VACANCY NOTICE**

**DIVISION OF ACCELERATING SCHOOL PERFORMANCE  
OFFICE OF STUDENT, COMMUNITY AND ACADEMIC SUPPORTS**

**EDUCATION SPECIALIST**

**Salary range beginning at \$61,704 – Mid range \$80,215**

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**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at  
[www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

*\*Subject to FTE approval and available funding*

***(Position is part of Local 2012, AFT)***

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Education Specialist (Special Needs)

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting Federal, State, and/or local initiatives to ensure compliance with applicable laws, acts, rules, and/or regulations; providing technical assistance to parents, educators, and other interested parties regarding applicable policies, regulations, and best practices; and designing and administering grant programs.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Represents the State agency and assigned department with various publics to advance Federal and State agenda and provides responsive public information regarding a wide range of policy, program, networking, due process, and other technical topics.

Contributes to the development of State improvement plans and influences the agenda of the State agency.

Develops, advises, and informs State level legislative and regulatory policy; participates in providing input for Federal policy.

Assists constituency and stakeholder groups, partnering State agencies, and individuals to understand federal and state policies; assists individual citizens in accessing due process entitlements under state and Federal law.

Assures students with disabilities and their families of entitlement under State and Federal laws by ensuring that client school districts understand and implement the full intent of related Federal and State laws and regulations.

Provides support and coordination for RIDE initiatives related to education.

Administers statewide initiatives that continuously build State and local capacity to meet the needs of students and families.

Leads the design and delivery of State, regional, local, and interagency professional development in targeted areas of educational practices and systems.

Generates technical guidance documents for use by clients to inform their efforts in meeting Federal and State policy and implementing best practices.

Develops and administers grant programs and other fiscal resources.

Serves as a State level liaison to other agencies, States, and at the national level in selected topical areas.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of educational reform, standard-based curriculum, assessment, and grant management principles and practices.

Knowledge of current research and practices in assigned area of responsibility.

Knowledge of school systems, operations, and strategic planning.

Knowledge of educational best practices, including principles of special education.

Knowledge of professional development.

Skilled in organizing information.

Skilled in conducting action research.

Skilled in working collaboratively.

Skilled in communicating effectively, both verbally and in writing.

Skilled in making presentations.

Skilled in preparing, implementing, and evaluating grants.

Skilled in solving problems.

Skilled in managing programs and fiscal process requirements.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in the ability to communicate in Spanish and/or Portuguese is preferred.

**EDUCATION:** Master's Degree in Education or a related field.

**EXPERIENCE:** Five years of experience in area of assignment; additional teaching and program development experience highly desirable.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004